



EAST HARTFORD PLANNING AND ZONING COMMISSION
APPLICATION FOR SPECIAL PERMIT USE

Date

The undersigned applicant hereby applies to the Town Planning and Zoning Commission for approval of a Special Permit Use under Section (s) _____ of the East Hartford Zoning Regulations for the following: _____

Address or location of subject parcel: _____

Assessors Map and Lot # _____

Size of subject parcel in square feet/acres: _____

Zone of subject parcel: _____

How will the proposed Special Use relate to the adopted Plan of Development?:

Allowing said Special Use will be of benefit to the Town of East Hartford for the following reasons:

APPLICANT (If more than one, list on a separate sheet)

Name: _____ Signature: _____

Print or Type

Address: _____

Telephone: (Business) _____ (Home) _____

Signature: _____

() Owner () Optionee () Buyer () Agent -- Check One

OWNER(S) OF RECORD: (If other than applicant) (If more than one, list on a separate sheet)

Name: _____

Address: _____

Telephone: (Business) _____ (Home) _____

Signature: _____

The undersigned owner(s) of the property (ies) for which this application is filed hereby authorizes the Planning and Zoning Commission or their agents to enter upon the property covered by this application for the purpose of inspection at any reasonable hours. _____

Date

Signature of Owner

I (We) the undersigned petitioner(s) understand that the submission of inaccurate or incomplete material or information shall be grounds for denial of this application by the Planning and Zoning Commission and that a **PUBLIC HEARING SIGN MUST BE POSTED** on the subject property as stated in the East Hartford Zoning Regulations, Section 235 "Public Notice".

Date

Signature of Petitioner

Name and addresses of all property owners located within a two hundred (200) foot radius of the boundary of the affected premises according to the latest records of the East Hartford Assessors Office (use additional sheets if needed).

NOTE TO APPLICANT:

Public Act #75-317, effective October 1, 1975, requires that certification of approval of this Special Permit Use be filed with the Town Clerk's office before becoming effective. This certification will be provided the applicant following the Town Planning and Zoning Commission meeting.

APPLICATION FEE: \$160.00 (includes \$60.00 State fee, P.A. 92-235)

SPECIAL PERMIT
APPLICATION CHECKLIST

APPLICANT: _____
PHONE # _____

Complete compliance with all application requirements enumerated in Section 207 of the Zoning Regulations is required. A checklist for the basic items is given below. One checklist should be submitted with the original application filed with the Department of Development.

Note the following items that have been submitted with your application.

(Please mark **X** if item is complete)

- 1) **20 Copies of the completed application, which includes the following:**
 - a) **applicant's signature on page 1 and page 2** _____
 - b) **owner's signature on page 1 and page 2** _____
 - c) **the names and addresses of all property owners within 200 feet of the site boundaries** _____
- 2) **\$160.00 application fee** _____
- 3) **Public hearing sign required** _____
- 4) **20 Copies of 200 foot radius map** _____
- 5) **20 Copies of a half-mile radius map** _____
- 6) **20 Copies of an accurate, certified site plan** _____
- 7) **20 Sets of drainage calculations** _____
- 8) **20 Sets of floor plans, if applicable** _____
- 9) **Supplementary information included**
Please specify: _____

-
- 10) **One complete set of application and maps which the applicant must file with the Town Clerk on or before the application close-out date.**

PLEASE MAKE SURE ALL PLANS ARE FOLDED

SPECIAL PERMIT APPLICATION

SIGN AFFIDAVIT

Address/location of subject parcel (s): _____

Applicant: _____

SIGN(S) RECEIVED BY: _____
Date

I hereby swear that I/we have complied with Section 235 of the East Hartford Zoning Regulations:

235 The applicant shall display a sign or signs which indicate that an application for a special permit has been filed for the area on which the sign or signs have been posted. Said sign or signs shall be erected and maintained by the applicant wherever the parcel abuts each public or private street from the day that the notice of public hearing has been posted until the first secular day following the public hearing. The requirements of this section shall not apply to the Planning and Zoning Commission of the Town of East Hartford.

SIGNATURE OF APPLICANT

Date

WITNESS

TOWN OF EAST HARTFORD

INSTRUCTIONS FOR RECORDING OF SPECIAL PERMIT ON THE LAND RECORDS

- 1. Enclosed please find a copy of the Special Permit granted by the East Hartford Planning and Zoning Commission.**
- 2. On the enclosed Special Permit form in the section which is listed as “Description of Property (Deed Description)”.**
- 3. Check the enclosed Special Permit form to insure accuracy of Section, subsection, Title, and Special Permit granted. Any discrepancies should be brought to the attention of the Department of Development for resolution.**
- 4. File original copy with the East Hartford Town Clerks Office. Check with Town Clerk’s office for current filing fee.**
- 5. Please note failure to file the enclosed copy renders this Special Permit null and void.**